

# Agency Alerts

## Drupal 7 – GeorgiaGov Platform

**Agency Alerts** allow you to create a post an emergency alert directly to your own website’s homepage in the event of an office closing, planned site outage, etc.

### **Offices Closed Due to Winter Weather**

The offices will be closed Monday, February 2 and Tuesday, February 3 due to hazardous conditions, and plan to resume normal hours on Wednesday, February 4.

[Read More](#)

**Note:** Agency Alerts are not available for your site by default – they must be configured on a per-site basis. To have Agency Alerts enabled on your site, contact your GeorgiaGov Interactive Account Manager or fill out a web support form at [portal.georgia.gov](http://portal.georgia.gov).

Once the GeorgiaGov team has enabled Agency Alerts on your site, content managers with Taxonomy Manager permissions for the site will be able to add and remove Alerts from the site as needed.

- The Alert will only appear on your agency’s website.
- If an Alert is published, the alert block shows the content of the alert.
- If more than one Alert is published, only the newest one will appear.
- If no Alerts are published, the block is completely empty (not generating any whitespace on the page).

### To create an Agency Alert:

A user with “Taxonomy Manager” permissions can create an Agency Alert. To create a new Alert:

1. Click “Add content” in the gray admin toolbar, and choose “Alert” from the content type list.
2. Add the appropriate text to the fields as needed:
  - a. **Title:** required field, shows as the title of the Emergency
  - b. **Description:** (optional) insert a description, up to 255 characters.
  - c. **Read More Link URL:** (optional) if you have more details on another page, you may provide the link to that page here.
3. Under **Revision Information**, you can publish and unpublish (archive) your Alert manually, or schedule the alert to either publish or unpublish. (See Editor’s Training Manual for detailed instructions on scheduling).
4. Click “Save”.
5. To remove the Alert from your homepage, either unpublish or delete any existing Alerts.